	Georgia Technology Authority	
Doc Ref Number:	300-01	**Topical Area: General**
Document Type:	Enterprise Policy	**Page:** 1 of 2
Title:	**Surplus PC Criteria Standard**	
Effective Date:	January 3, 2005	**Revision Date:** Original
POC for Changes:	**GTA Enterprise IT Planning Office**	
Synopsis:	When agencies surplus a PC, they must determine whether the PC should be redistributed to another agency or non-profit, or sold through the DOAS surplus group.	

PURPOSE

The purpose of the Surplus PC Criteria Standard is to assist agencies in determining whether a PC should be: (i) salvaged through DOAS; (ii) redistributed within state government; or, (iii) sold as-is.

SCOPE

All Agencies of the State of Georgia as that term is defined in O.C.G.A. § 50-25-1 *et seq. that are subject to* the Department of Administrative Services' (DOAS) surplus property statute (see O.C.G.A. § 50-5-140 *et seq.*).

STANDARD

1. Agencies will determine if a PC can be redistributed within the state using the following criteria:

    a. PC is in working condition **AND**

    b. PC is at a hardware level capable of running a typical agency workload (e.g. supported operating system, office productivity software suite, and other business specific software applications).

2. Agencies will advise DOAS on the condition and specifications of the PCs they surplus.

3. Agencies are responsible for removing all sensitive data from the PC.

4. Agencies are responsible for ensuring compliance with United States copyright laws and applicable software licensing restrictions when salvaging PCs.

GUIDELINES

All state agencies use Microsoft Windows as the de facto standard operating system. As of this writing (November, 2004), the oldest version of Microsoft Windows being

supported is Windows 98. Windows 98 Standard Edition was released for general availability on June 30, 1998. Mainstream support ended June 30, 2002. Paid incident support will be available through June 30, 2006. The recommended hardware set for Windows 98 is:

- Pentium grade CPU or equivalent
- 24 MB of RAM or more
- 175 MB of hard disk space (for a full install using FAT32) or more
- a floppy drive
- 24 bit SVGA video or better

In practice, we find that most agency workloads require:

- Pentium II or better running at 400 MHz
- 256 MB of RAM or more
- 10 GB hard drive or more

DOAS has preprinted labels available to list the condition and specification of surplus PCs.

AUTHORITY

O.C.G.A. § 50-25-1 *et seq.*
O.C.G.A. § 50-25-7.13
O.C.G.A. § 50-5-140 *et seq.*

TERMS AND DEFINITIONS

1. PC—Personal Computer. A computer designed to be used by one person at a time.